

# **Center for Educational Performance and Information (CEPI)**

Michigan Education Information System  
(*MEIS*)

**Single Record Student Database  
(SRSD)**

**Upload/Audit Application**

**User's Guide**

**May 2004**

Questions?  
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## Introduction

This guide is intended for all Data Managers, Information Technology (IT) Managers, and Pupil Accounting Auditors at the Intermediate School District (ISD) level who submit files and manage SRSD data on the state's MEIS warehouse. This guide will explain the SRSD Application functions of **file uploading** and **auditing** student full-time equivalency (FTE) counts.

**IMPORTANT.** This guide addresses the uploading and/or auditing of SRSD files only. A separate User's Guide is available for the SRSD Application function of managing student Unique Identification Codes (UICs). The guide for managing UICs is available by clicking on the "UIC Help" link after logging onto the SRSD/UIC Application. This guide may also be obtained in PDF format by going to [www.mi.gov/cepi](http://www.mi.gov/cepi). Click on "MEIS Data Services" then "Single Record Student Database" from the left sidebar. Look for the link titled *UIC User's Guide* in the green box or under "SRSD Help."

## 1. Application Startup and Security

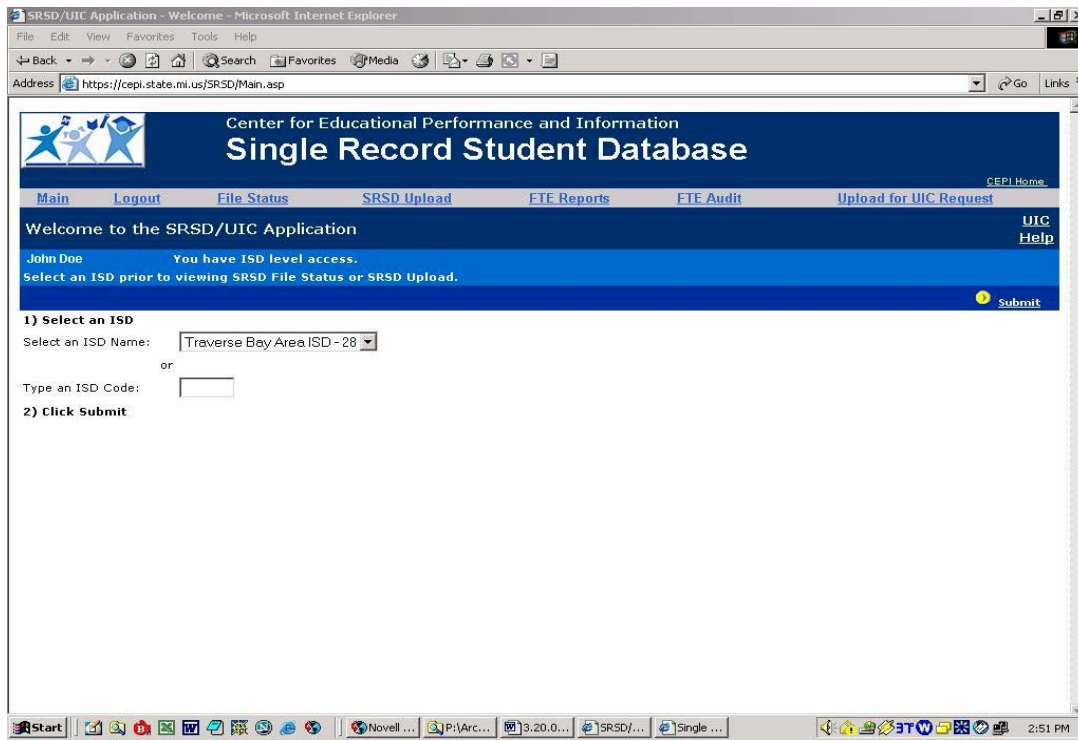
To become an authorized user of the SRSD/UIC Application, you must first obtain a MEIS account. Once you have a MEIS account, you need to download the MEIS Security Agreement. Go to the CEPI web site ([www.mi.gov/cepi](http://www.mi.gov/cepi)) and click on "MEIS Data Services" then "Single Record Student Database" from the left sidebar. Click on the "SRSD/UIC Security Agreements" link in the pink box. The form you want is located in the section titled "For Intermediate School District Users Only."

Upon approval, each user will be assigned a security level that determines the nature of the data to which access will be provided. The security authorization assigned for upload and/or audit will be one of the following:

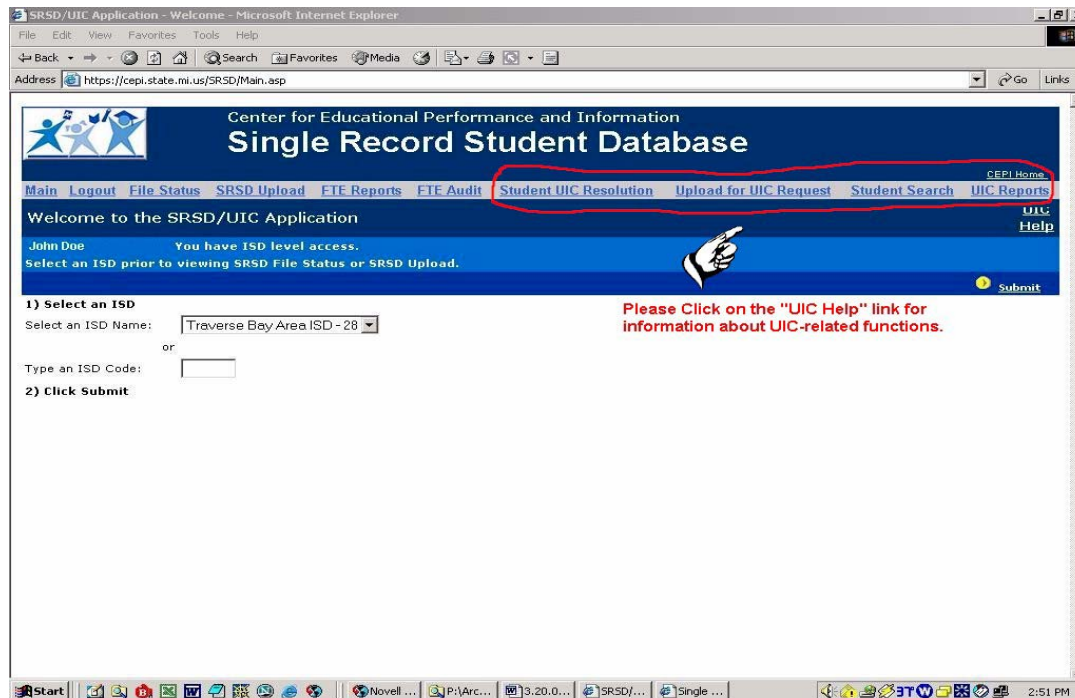
- **Upload:** authorization to upload SRSD data files and view the processing status of these files
- **Audit:** authorization to audit FTE count data for a specified district or set of districts within an ISD
- **Upload and Audit:** authorization to both upload files and audit FTE data

Access the SRSD/UIC Application through the MEIS at <https://cepi.state.mi.us/SRSD>. After logging in, a screen similar to the following will appear. Again, the links that appear along the top will depend on your level of access. For example, those who also have permissions to resolve Unique Identification Codes (UICs) will also see related links displayed. Those who do not have FTE Audit permissions will not see that link displayed.

## Main Screen – Minimal Functions Displayed



## Main Screen – Range of Functions Displayed



## 2. Application Functions

As mentioned, once the SRSD/UIC Application has been accessed, various functions are displayed in the top menu bar depending upon your authorizations. These include Main, Logout, File Status, SRSD Upload, FTE Reports, FTE Audit, and Upload for UIC Request. A description of these functions follows. (Please refer to the *UIC Help* link for a description of UIC-related functions.)

### 2.1. Main

The "Main" screen is the first to appear. Once logged into the application, the application's menu will display along with the user's security level and ISD. Users will also receive general application information.

### 2.2. Upload Files

SRSD files may be uploaded between the date the SRSD application has been enabled for a given submission period and the date the application is disabled (see section 3.3, SRSD File Submission Timelines). Files must be named according to required naming conventions (see Section 4.1, File Naming).

To access the upload screen, select "SRSD Upload" from the menu. To upload a file:

1. Verify that the selected ISD is your designated ISD.
2. Select the district for the file you are submitting.
3. Enter an e-mail address in the "E-mail" box. E-mail is a required field.
4. Type the local system file name into the "Filename" box. This is the name and location of the file you wish to upload from your computer. Optionally, the standard Windows "Browse" button may be used to locate and select the file to upload. "Filename" is a required field.
5. Click on the "Submit" button.

The ISD and District drop-downs must match the filename specifications.

An example of the "SRSD Upload" function screen follows:

Files that have uploaded previously will be displayed in the bottom half of the screen. The SRSD/UIC Application will return a confirmation when the file transmission is complete. This confirmation will appear as a new entry in the table depicting the status of all the files that have been uploaded. If a .zip file was uploaded, a breakout of the embedded .txt files is listed.

After the successful upload of an SRSD file, the status of the uploaded file may be reviewed either by clicking on the filename as it is displayed in the Upload screen or clicking on the "File Status" function. Districts may perform successive uploads until all the data for their district have been uploaded.

### 2.3. Status of File Submissions

To query the system for a file upload status, click on the "File Status" button in the menu bar.

An example of the "File Status" function screen follows:

SRSD File Status Report - Detailed - Microsoft Internet Explorer

Address: https://cepi.state.mi.us/SRSD/StatusFileDetail.asp?id=644

Center for Educational Performance and Information  
Single Record Student Database

CEPI Home

Main Logout File Status SRSD Upload FTE Reports FTE Audit Upload for UIC Request UIC Help

SRSD File Status

Detailed File Status Report for Upload File: s2845050\_02112004\_02.txt

ISD: 28

District	Total Records	Records Valid	Records Invalid	District Valid	Duplicates Checked	Is 4061 Run	DateUpdated	Status
45050	1104	1104	0	✓	✓	✓	3/31/04 17:03	DS-4061 Run

Legend for Status Icons

- ✓ Passed Process
- ✗ Failed Process
- Process not implemented

If the file upload was successful, the file is staged in the import queue; it is then opened and validated as an SRSD file. **Total Records** indicates the total number of records in the selected file. **Records Valid** indicates the number of records in the file that passed Error Check upon submission while **Records Invalid** indicates the number of records that failed to pass Error Check. **District Valid** will contain 'x' should any of the records submitted in the selected file fail to pass Error Check. Records that passed will continue to be processed however. **Duplicates Checked** indicates whether or not the file has completed the 100% duplicate check process. Duplicates are checked against all of the district's previously submitted records for the current submission. NOTE: The duplicate check does not indicate whether or not duplicates were actually identified – only that the process was run. *Duplicates indicate a 100% field-by-field match with another record* (see section 3.4, Submitting Duplicate Records). **Is 4061 Run?** indicates whether or not the FTE data have been loaded into the audit tables, at which point an FTE report may be generated. **Date Updated** refers to the last time any action was taken on the submitted file. **Status** provides information related to the submitted file. For example, an error message might be displayed with information regarding why the file failed to pass one of the processing steps.

Three status indicators are used for each process. The specific status definitions are:

1. '√' indicates the district's data passed this process.
2. 'x' indicates the district's data failed this process.
3. A blank field indicates the process has not yet completed.

If a transmission error occurred (for example, an uploader attempts to upload a district for which he or she is not authorized), there will be no listing of the line item for the file requested for upload. Once the problem is identified, the file should be uploaded again.

## **2.4. FTE Reports**

After the SRSD data have been successfully loaded into the warehouse for a district, and aggregate FTE data have been compiled, users can view the loaded FTE count by selecting the "FTE Reports" button on the menu bar. Because FTE reports are public information, users who are not authorized MEIS users may click on the "FTE Reports" link on the MEIS login screen and view FTE reports. There are two types of reports available, ISD and district. Select the type of report and click the "Go" button.

If an ISD report is selected, you will be prompted to choose an ISD. Open the list box and select an ISD.

If a district report is selected, you will be prompted to choose an ISD. You will then be prompted to choose a district associated with the selected ISD. Open the list box and select a district.

For both report types you must select a submission period, fall or spring, and the school year (The year corresponds to the beginning of the school year. If you want the spring submission period for 2003, the year you would select would be 2002, because the school year actually began in 2002.) Once the selections are complete, click "Create Report."

The SRSD/UIC Application will then present an FTE report for the selected ISD or District. The heading of the FTE report will display either DS4061 (unaudited) or DS4120 (audited).

The FTE data are updated with each successive SRSD upload until the cutoff date for uploads has passed or the FTE data have been audited.

## 2.5. Audit FTE Data

The "FTE Audit" function is available to designated ISD personnel as well as authorized state personnel. During the specified time period after the count date, ISDs can submit district SRSD files. Unaudited FTE aggregate information is extracted from these files and loaded into separate tables.

After logging in to the SRSD/UIC Application, an auditor can begin auditing by clicking on the "FTE Audit" button. As an auditor, select the district (or ISD) that you wish to audit.

After selecting the desired submission period and year, the user will be presented with a form similar to the report forms in the FTE Reports section. This form will contain fields that allow auditors to "audit" the data.

Initially, the data will be unaudited (DS4061-type form). The sections for an ISD form are:

- Special Education
- Full-Time Equivalency Counts

- Residency Related Information
- Two Adult Education Participants sections.

The sections for the district form are:

- Special Education
- K-12 Pupil Membership In General Education
- Additional Information on Above K-12 Pupils
- Special Education
- Residency Related Information
- Two Adult Education Participants sections.

Note that since Public School Academies (PSAs) are considered to constitute their own "district," the FTE report for PSAs falls under the "district" report type. However, Residency Related Information is not allowed for PSAs and that section is therefore not shown.

Updates can be made to FTE data throughout the form. "Calculate" buttons are provided to allow for updating of the totals based on information entered into the fields during the working session. If totals among various portions of the form that are required to be "in-balance" are out-of-balance, an error message will be displayed indicating the total fields that are out-of-balance.

There may be cases when the Residency Related Section does not contain every district for non-resident students. The form allows an auditor to add new districts to the Residency Related section

**FTE Audit: 05060 Elk Rapids Schools 2003 - 2004 FALL COUNT - Microsoft Internet Explorer**

Address: <https://cepi.state.mi.us/SRSD/Audit/AuditDist.asp>

**Residency Related Information**

*Non-Resident Pupils Attending Your School District*

**General Education Non-Resident FTE**

Resident District		Non-K12 District	Sections 105/105C Schools of Choice	Non-Public Non-Resident	All Other	TOTAL
05035 Central Lake Public Schools	General Education	0.00	11.00	0.00	0.00	11.00
05040 Bellaire Public Schools	General Education	0.00	0.00	0.00	9.99	9.99
05070 Mancelona Public Schools	General Education	0.00	0.00	0.00	13.00	13.00
10015 Benzie County Central Schools	General Education	0.00	0.00	0.00	1.00	1.00
28010 Traverse City Area Public Schools	General Education	0.00	0.00	0.00	33.84	33.84
40020 Forest Area Community Schools	General Education	0.00	0.00	0.00	2.00	2.00
40040 Kalkaska Public Schools	General Education	0.00	0.00	0.00	104.79	104.79
69020 Gaylord Community Schools	General Education	0.00	1.00	0.00	0.00	1.00
ALL Districts	General Education	0.00	12.00	0.00	164.62	176.62

Buttons: Add New, Calculate

of the form. Users should select the "Add New" button located under the Residency Related table. If residency related data are to be added for a district that is not already in the table, you must perform this action before entering or changing any other FTE data.

When you have finished your session and wish to save the data, the "Save Changes" button must be selected. At that time, the message, "Your changes will be saved. Please press OK to continue," will be displayed. If the user selects "OK," the changes will be saved; however, if the user selects "Cancel," the changes will not be saved. When the user selects "OK," he/she will be prompted to indicate whether the data is "Audited." If the user selects "YES," the data will be saved as audited, changing the form heading to DS4120. If the user selects "NO," the data will be saved as unaudited and the form heading will remain DS4061. When the user selects "audited," the data cannot revert to unaudited status, and additional changes will not be prompted to indicate whether the data are "Audited."

Users should follow these steps when performing an audit:

1. Add new district(s) to the Residency Related section(s). The user should add all new districts prior to making any other changes on the form. Adding this information after changing other information will result in a loss of changes (changes will not be saved).
2. Make changes to other sections of the form.
3. Calculate totals. Use the calculate button in any section to calculate the totals throughout the entire form.
4. Correct any errors. The audit application has validation checks (similar to EDN).
5. Save changes. By pressing the "Save Changes" button, users are able to save the changes that have been made to the form. This button also allows users to save the data as audited (DS4120).
6. Print out the updated forms. The updated forms contain header information pertaining to the district name, district code, submission period, and year.

Both the FTE Reports and Audit forms contain information that informs the user of the date of the last update and the name of the last person performing an audit and/or change to the data.

### **3. Data Submission Rules**

#### **3.1. Uploaded Files**

Uploaded files should contain single districts in each file (that is, one district per file). Multiple district's files may be zipped together and one large .ZIP file may be submitted. A file can therefore have an extension of ".zip." The compressed files within the .zip file must still adhere to the proper naming conventions (see section 3.2, File Naming). Zipped files within a .zip file are not permitted.

#### **3.2. File Naming**

The minimal file naming conventions are as follows:

Convention: SXXZZZZZ

Extension of 'txt' or 'zip' are acceptable.

Legend:

SXXZZZZZ = Input file name

S = (Stands for SRSD) XX = ISD ZZZZZ District Code

Therefore, ISD '28' and district '28050' would minimally submit a file named 'S2828050.txt'.

The following names are automatically assigned to files by the CEPI Error Check Program and are acceptable for submission. These names are assigned to files as these are placed in the "Good" or "Bad" folders associated with the CEPI Error Check Program (see the CEPI Error Check Manual).

Convention: SXXZZZZZ\_MMDDYYYY\_N

Legend:

SXXZZZZZ = Input file name

S = (Stands for SRSD) XX = ISD ZZZZZ District Code

MM = Month DD = Day YYYY = Year (This date is the official count date for the submission period)

N = Sequence Number

Characters \ / : \* ? " < > | are not valid filename characters.

### 3.3. SRSD File Submission Timelines

For current SRSD submission timelines, please go to [www.mi.gov/cepi](http://www.mi.gov/cepi). Click on "MEIS Data Services" on the left sidebar. Look in the gray box for collection and submission information.

### 3.4. Submitting Duplicate Records

Should a district submit the exact same record twice (a 100% field-by-field match), only one of the records will be selected. However, **change in any one of the SRSD fields will result in a duplicate record being submitted.** This will be reflected in the FTE count for the district.

ISD Use  
Only

**Center for Educational Performance and Information**  
**MEIS Security Agreement to Access the Combined**  
**Single Record Student Database/Unique Identification Code Application**  
*Uploading/Auditing SRSD Records and Viewing District UIC Resolution*

**Tips For Completing Your SRSD/UIC Application Security Agreement**

- *Staff members at Intermediate School Districts (ISDs) should complete this security agreement for the purpose of uploading files for SRSD submission and receiving UICs for new students, auditing student FTEs and viewing the district student and UIC duplicate resolution process.*
- **NOTE: The following bullet applies to ISD staff members who will be responsible for uploading or auditing SRSD files, and will be responsible for resolving duplicate student and UICs for an ISD operated school/facility.**
- If you are currently authorized to upload and/or audit SRSD for your ISD, you will need to have a separate MEIS account to resolve duplicate SRSD records and UICs for your ISD-operated schools/facilities. To create a new MEIS account, please do the following:
  1. Go to <http://meis.mde.state.mi.us> and click on the "MEIS User Management" link.
  2. Follow the instructions to "Create an MEIS" account.
  3. Once you have created a new MEIS account, return to the SRSD page of the CEPI Web site.
  4. In the pink box, click on SRSD/UIC Security Agreement.
  5. Select the form for "LEA/PSA/ISD District Users." Print the form, complete it, and fax the second page to the number at the bottom of the form.
- Regarding Step 4 of this security agreement, first-time users of the UIC component of the expanded SRSD/UIC Application will probably not need to remove any individuals from an existing Michigan Education Information System (MEIS) account. The removal section of Step 4 should be used if there are any changes in staffing at your ISD in the future.
- **NOTE:** We have changed the signature line to require only your superintendent's signature and not a designee's. We have made this change because the traditional method of distribution was by the U.S. Postal Service directly to superintendents. Now that security agreements are distributed via the Web, CEPI must secure the superintendent's signature to affirm consent and to ensure compliance with the Family Educational Rights and Privacy Act (FERPA) governing the use of student data. For public school academies, the school leader, chief administrator, or principal must sign with his/her title.

**Please fax or mail page 2 of your SRSD/UIC Application Security Agreement to:**

**Center for Educational Performance and Information**  
110 West Michigan Avenue, Suite 600  
Lansing, Michigan 48913  
Fax #: (517) 241-8439  
E-mail: [Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov)

ISD Use  
Only

**Center for Educational Performance and Information  
MEIS Security Agreement to Access the Combined  
Single Record Student Database/Unique Identification Code Application  
*Uploading/Auditing SRSD Records and Viewing District UIC Resolution***

**Step 1.** ISD Code: \_\_\_\_\_ ISD Name: \_\_\_\_\_

**Step 2.** Enter the name of the designated individual whom the Superintendent authorizes to upload and/or audit SRSD records and view constituent district UIC resolution process.

\_\_\_\_\_  
Name (type or print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
E-mail address

\_\_\_\_\_  
Phone number

**Step 3.** Please check **only one box** for the permissions being requested.

☐ SRSD Upload

☐ ISD FTE Audit  
UIC (View Only)

☐ SRSD Upload AND ISD FTE Audit  
UIC (View Only)

**SRSD Upload** – upload SRSD files, upload batch files for new UICs, view SRSD file status

**ISD FTE Audit, UIC (View Only)** – audit FTEs for your ISD, create UIC reports, view UIC resolution process for your districts, search for students

For the authorized individual: If you already have a MEIS account, go to Step 4. If you do not already have a MEIS account number, use Internet Explorer to access the Internet and go to the following URL:

<http://meis.mde.state.mi.us>. Click on the **MEIS USER MANAGEMENT** link.

**Step 4.** Authorized MEIS Account Number: \_\_\_\_\_

**NOTE for ISD Staff:** If you are already authorized to upload and/or audit SRSD for your ISD, you will need to have a separate MEIS account to resolve duplicate SRSD records and UICs for your ISD-operated schools/facilities. Please call the DIT Education Help Desk at 517-335-0505 for assistance.

Please complete the next line if you are replacing a formerly authorized individual.

\_\_\_\_\_  
Name of Formerly Authorized Individual

\_\_\_\_\_  
Account Number

☐ Please revoke this individual's permissions from the combined SRSD/UIC application for this ISD (i.e., s/he is no longer responsible for the SRSD/UIC for this ISD).

**Step 5.** For the individual to be authorized: ***Please sign below.***

I agree to protect my user identification and password from unauthorized use. I understand all access under my user ID is my responsibility. I agree to comply with the requirements of the Family Educational Rights and Privacy Act (FERPA).

(You may access a copy of FERPA at [www.ed.gov/legislation/FedRegister/proprule/2003-3/072803a.html](http://www.ed.gov/legislation/FedRegister/proprule/2003-3/072803a.html).)

\_\_\_\_\_  
**Signature of Individual to be Authorized**

\_\_\_\_\_  
Date

**Step 6.** For the Superintendent: ***Please sign below.***

According to the box checked above, I attest that the above named individual is authorized by me to perform the function identified in that box for the combined SRSD/UIC application.

\_\_\_\_\_  
Printed Name of Superintendent

\_\_\_\_\_  
**Signature of Superintendent**

\_\_\_\_\_  
Date

**Step 7.** Mail or fax this form to:

**Center for Educational Performance and Information  
110 West Michigan Avenue, Suite 600  
Lansing, Michigan 48913  
Fax #: (517) 241-8439  
E-mail: [Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov)**